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22 July 1953

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MEMORANDUM FOR: Inspector General

SUBJECT: Personnel Office

1. In reply to your memorandum of 1 July 1953, the Far East Division offers the following comments:

a. I am glad to say that for the past month or two the FE Administrative Staff and Personnel Division, Covert, have been working together in harmony and the Division has been receiving every consideration and complete cooperation from PDC. That this was not true in the past was, probably in part at least, due to various conflicts of personality, as well as the Division's recollection of the days a year or so back when it was felt that little or no support was received from the Personnel Division. It is our firm intention to maintain the present good working relationships.

b. The major complaint at the present time is the lack of clerical personnel. We recognize that T/O's have been increased continually over the past few years, and that Personnel has been fighting an uphill battle to fill these slots. We are also aware that the clerical category suffers a large turnover and that there are many other factors that contribute to the shortage. The fact remains, however, that as long as requirements for paper work remain at their present level, the clerical shortage is an important inhibiting factor in the success of the operations of the Division.

c. It is becoming increasingly difficult to process certain personnel actions in what would appear to be a reasonable length of time, due to the existence of a series of Career Boards. (I do not know whether this difficulty is chargeable to the Personnel Division.) The existence of these Boards and their necessity to a good career program, which this Division supports fully, is not challenged, but the procedures and techniques used could most certainly be streamlined to provide for prompt transfers and promotions.

2. The second part of your request deals with the number of individuals within the Far East Division who spend a portion of their time handling personnel matters. These persons should be divided into two categories:

a. In the FE

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NO CHANGE IN CLASS. []

[] DECLASSIFIED

CLASS. CHANGED TO: TS S

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a. In the FE Division Administrative Staff there is a T/O for [REDACTED] positions to handle the multiple personnel problems for FE in Washington and overseas. FE Division has approximately [REDACTED]

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b. There is one person in each area branch (there are [REDACTED] branches) who spends at least a portion of his time on personnel matters. Each branch is now being made responsible for the preparation of Form 52 (Request for Personnel Action). As a rough calculation, I believe that approximately 200 man-hours per month are spent by all branches in personnel matters, exclusive of the time spent by FE Administration and by supervisory personnel.

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[REDACTED]

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Acting Chief, FE

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